

Louth and Meath Education and Training Board*

QUALITY ASSURANCE FOR QQI-ACCREDITED PROGRAMMES

POLICIES AND PROCEDURES

Agreed November 2006

Reviewed and updated December 2012

* Formerly Co. Louth VEC

1. Communications Policy

Co. Louth VEC's Adult and Continuing Education Department is committed to fostering, encouraging and facilitating effective, inclusive two way communication mechanisms, which enable learners, staff and stakeholders to access, obtain, receive and exchange information.

Adult and Continuing Education Department Co Louth VEC

Procedure Title 1.1	Communication with Learners	Version: 2	Date: December 2012
Purpose: To foster and develop effective, ongoing two-way communication with learners, having due regard for the diverse nature of learner groupings.			
Staff Involved: Principals, Centre Directors, VTOS Coordinators, Youthreach Coordinator, ALOs, BTEI Coordinator, Programme Tutors, FETAC Coordinators, Resource Workers, LAEGIS and CEF.			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Learner networks / Representation forum	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • Resource Workers • LAEGIS • Learners 	<ul style="list-style-type: none"> • Agenda of meetings • Schedule of meetings 	

<p>Two way communication with learners</p>	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • Resource Workers • LAEGIS • Learners 	<ul style="list-style-type: none"> • Notice boards • Correspondence • Advertising Materials • Application forms • Client records • Needs Analysis (ILP) • Learner Contracts • Evaluation sheets • Review meetings & record of these • E-communication • LAEGIS Information sessions • Learner Events (presentations, certification, etc
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Adaptation of communication mechanisms	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • Resource Workers • LAEGIS • Learners 	<ul style="list-style-type: none"> • Audio and oral • Visual / graphic display • Literacy proofing • Translation of texts • Use of variety of electronic media
Monitor (Job Title)	Frequency	Monitoring Method(s)
<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF 	Bi annually	<ul style="list-style-type: none"> • Review of evaluation mechanisms and data collection • Checking of client records • Review of needs analysis and actions taken • Checking schedules of assignments • Review of Schemes of Work • Review ILPS (where relevant) • Review communication media

<ul style="list-style-type: none">• Resource Workers• LAEGIS• Learners		
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The rows in this table will expand as necessary. Extra rows can be added if needed.

Adult and Continuing Education Department Co Louth VEC

Procedure Title: 1.2	Communication with Staff	Version: 2	Date: December 2012
Purpose: To foster and develop effective, ongoing two-way communication with staff, having due regard for the diverse roles and responsibilities of staff.			
Staff Involved: Principals, Centre Directors, VTOS Coordinators, Youthreach Coordinator, ALOs, BTEI Coordinator, Programme Tutors, FETAC Coordinators, Resource Workers, LAEGIS and CEF.			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Staff Meetings	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • Resource Workers • LAEGIS • Learners 	<ul style="list-style-type: none"> • Schedule of meetings • Agenda • Attendance records • Minutes • E-communication and record of this 	

<p>Staff development / In service training</p>	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • Resource Workers • LAEGIS • Learners 	<ul style="list-style-type: none"> • Schedule of In service training • Agenda • Notice boards \ Correspondence • Attendance records • Evaluation Records • Course Materials
<p>Ongoing communication with staff</p>	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • Resource Workers • LAEGIS • Learners 	<ul style="list-style-type: none"> • Notice boards • Correspondence • Programme Descriptors & Component Specifications • Schemes of work • Feedback • Review • Policy folder • Timetables • Attendance records • Staff Handbook

Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
<ul style="list-style-type: none"> • AEO • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF 	Bi annually	<ul style="list-style-type: none"> • Review of schedule of meetings / attendance • Checking / monitoring distribution of component specifications and programme descriptors • Reviewing schemes of work • Collation and assimilation of feedback and review reports into good practice mechanisms • Utilization of reports and feedback to further develop good practice

Adult and Continuing Education Department Co Louth VEC

Procedure Title: 1.3	Communication with Stakeholders	Version: 2	Date: December 2012
Purpose: To facilitate and develop ongoing two way communication with stakeholders, who have both a current or potential interest in the work of each educational facility.			
Staff Involved: Principals, Centre Directors, VTOS Coordinator, Youthreach Coordinator, ALOs, BTEI Coordinators, Programme Tutors, FETAC Coordinators, Resource Workers, LAEGIS and CEF.			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	

<p>Promotional Materials</p>	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • Resource Workers • LAEGIS • Learners 	<ul style="list-style-type: none"> • Brochures • Leaflets • Advertisements • Prospectus • Radio – audio advertising • Open days • Awards ceremonies • Photographs • Posters • Public displays • Web site • Newspapers • Social media
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Stakeholder networks	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • Resource Workers • LAEGIS • Learners 	<ul style="list-style-type: none"> • Schedule of meetings • Representative listings • Learner events • Correspondence • Guest speakers • Information sharing workshops • Newsletters • Minutes of meeting • Media reports
Liaison with linked agencies / support organisations (e.g. HSE, Social Services, etc)	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinator • Youthreach Coordinator • ALOs • BTEI Coordinators • Programme Tutors • FETAC Coordinators • CEF 	<ul style="list-style-type: none"> • Correspondence • Meeting logs • Information briefings

Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
<ul style="list-style-type: none"> • AEO • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • Resource Workers • LAEGIS 	Bi annually	<ul style="list-style-type: none"> • Review and analysis of promotional materials • Review and revise stakeholder representation • Checking documentation / correspondence with other agencies & actions undertaken

2. *Equality Policy*

In its structures, practices and procedures, Co. Louth VEC's Adult and Continuing Education Department strives to create and maintain an environment, which accommodates and welcomes diversity. We are committed to equality of opportunity for all – staff, learners and stakeholders and thus take due cognisance of the legislative developments in this area – Equal Legislation 2000 – 2011, and all relevant employment legislation.

Adult and Continuing Education Department Co Louth VEC

Procedure Title: 2.1	Equality Training	Version: 2	Date: December 2012
Purpose: To promote awareness of equality issues and combat prejudice and discrimination; having due respect and regard for the diverse learner groups in educational facilities.			
Staff Involved: Principals, Centre Directors, VTOS Coordinators, Youthreach Coordinator, ALOs, BTEI Coordinator, Programme Tutors, FETAC Coordinators, HR, Resource Workers, LAEGIS and CEF.			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Equality Policy and Legislation	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • HR • Resource Workers • LAEGIS • Learners 	<ul style="list-style-type: none"> • Policy & procedures folder • Equality Legislation • Equality Statement • Staff Handbook • Notice boards • Correspondence • Centre Guidelines 	

<p>Staff Induction and In service training – cultural awareness, equality, discrimination.</p>	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • HR • Resource Workers 	<ul style="list-style-type: none"> • Schedule of training • Evaluation • Review • Attendance records • Induction schedule • Incident reports • Staff handbook • Training / Resource materials (e.g. Diversity in Schools pack)
<p>Equality awareness for learners</p>	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • HR • Resource Workers • Learners 	<ul style="list-style-type: none"> • Meetings • Learner contracts • Visual display / posters • Workshops • Curriculum content • Learner events • Learner handbook

Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
<ul style="list-style-type: none"> • AEO • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • Resource Workers 	Bi annually	<ul style="list-style-type: none"> • Reviewing policies & procedures • Analysis and review of incident reports & any subsequent action taken • Checking attendance at training and adherence to policy / guidelines • Maintain abreast of national developments

3. *Policy on Staff Recruitment and Development*

The Adult and Continuing Education Department will be bound by the Staff Recruitment Policies and Procedures as laid down by the Department of Education and Skills and Co. Louth VEC. It will promote and foster recruitment practices which reflect equality of opportunity, whilst giving due cognisance to relevant qualifications and/or experience.

Co. Louth VEC will promote, encourage and facilitate staff development through induction and in service training. Staff participation in externally run training programmes will be encouraged and accommodated, having due regard to the Staff Development Plan and the operation of the education centre.

Adult and Continuing Education Department Co Louth VEC

Procedure Title: 3.1	Recruitment and Allocation	Version: 2	Date: Dec 2012
Purpose: To ensure transparency of procedures with respect to recruitment and allocation of staff; having due regard to the necessary qualifications, skills and experience required by each educational facility and relevant employment legislation.			
Staff Involved: AEO, Principals, Centre Directors, VTOS Coordinators, Youthreach Coordinator, ALOs, BTEI Coordinator, Programme Tutors, FETAC Coordinators, HR and CEF.			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Identification of staffing requirements	<ul style="list-style-type: none"> • AEO • Principal • Centre Directors • VTOS Coordinator • Youthreach Coordinators • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF 	<ul style="list-style-type: none"> • Centre Plan • Programme planning • Correspondence • Client profile 	

Recruitment process	<ul style="list-style-type: none"> • Co. Louth VEC • APO - Human Resources • AEO • Centre Director 	<ul style="list-style-type: none"> • Advertisements • Application forms • Short listing criteria / job description • Qualifications – memorandum • Interview process • Recommendation process • Checking references • Verification of qualifications and experience • Correspondence • Garda clearance
Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
<ul style="list-style-type: none"> • Co. Louth VEC • APO – Human Resources • AEO • Centre Director/ Coordinator/ Principal • ALO 	Annually	<ul style="list-style-type: none"> • Review of staffing requirements • Analysis of staff reviews / feedback process • Review and update of recruitment process

Adult and Continuing Education Department Co Louth VEC

Procedure Title: 3.2	Staff Induction	Version: 2	Date: December 2012
Purpose: To provide a comprehensive staff induction process, adequate staff support structures and mentoring systems.			
Staff Involved: AEO, APO – HR, Principals, Centre Directors, VTOS Coordinators, Youthreach Coordinator, ALOs, BTEI Coordinator, Programme Tutors, FETAC Coordinators, Resource Workers, LAEGIS and CEF.			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Induction @ centre / service level	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinator • Youthreach Coordinators • ALOs • BTEI Coordinator • Resource Workers • LAEGIS • FETAC Coordinators • CEF 	<ul style="list-style-type: none"> • Log of meetings • Correspondence • Staff Handbook • Induction checklist and staff verification of this 	

Corporate induction training	<ul style="list-style-type: none"> • Principal • HR • Centre Directors • VTOS Coordinator • Youthreach Coordinators • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF 	<ul style="list-style-type: none"> • Schedule of training • Policy folder • Staff handbook • Induction programme • FETAC – Induction Training
Support / peer mentoring of staff	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • Resource Workers • LAEGIS • Learners 	<ul style="list-style-type: none"> • Peer group / subject mentoring systems • Schedule & record of meetings • Correspondence • Workshops • Materials • Notice boards

Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
<ul style="list-style-type: none"> • AEO • APO – Human Resources • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF 	Annually	<ul style="list-style-type: none"> • Review peer mentoring systems • Review induction process • Analysis and review of evaluation findings & action taken (where necessary)

Adult and Continuing Education Department Co Louth VEC

Procedure Title: 3.3	Staff Development	Version: 2	Date: December 2012
Purpose: To facilitate the identification of staff training needs and provision /arrangement of programmes to meet staff development / training needs.			
Staff Involved: Principals, Centre Directors, VTOS Coordinator, Youthreach Coordinator, ALOs, BTEI Coordinators, Programme Tutors, FETAC Coordinators, HR, Resource Workers, LAEGIS and CEF.			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Identification of staff training and development needs	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • Resource Workers • LAEGIS 	<ul style="list-style-type: none"> • Schedule & minutes of meetings • Agenda • Correspondence • Staff training questionnaire & feedback from this 	

Provision of in service training and attendance at external training	<ul style="list-style-type: none"> • Principal • HR • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF 	<ul style="list-style-type: none"> • Records of training provided / organised • Records of attendance for training • Review questionnaires • Notice boards • Correspondence • Staff accreditation • Budgetary allocations • Timetabling • Policy folder • Course / schemes of work • Programmes and materials devised
Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
<ul style="list-style-type: none"> • AEO • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator 	Annually	<ul style="list-style-type: none"> • Review of training needs analysis • Ensuring co-ordination of generic training / in service programmes across centres • Analysis / checking of staff attendance at in service training – qualifications attained (where relevant)

<ul style="list-style-type: none">• Programme Tutors• FETAC Coordinators• CEF		
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4. *Policy on Access, Transfer and Progression*

The Adult and Continuing Education Department of County Louth VEC embraces the principles of Adult Education as being life-long and life-wide. In this regard, we recognise and acknowledge that current and prospective learners have diverse and varied life/educational experiences. We are committed to facilitating learner access, transfer and progression by:

- Providing accurate, relevant and appropriate information in a user friendly format.
- Designating key personnel to assist in advising and guiding learners to make informed decisions with respect to educational/ training course options.

Due recognition and regard to be afforded to the QQI– national qualifications awarding body.

Adult and Continuing Education Department Co Louth VEC

Procedure Title: 4.1	Information Provision	Version: 2	Date: December 2012
Purpose: To facilitate the transfer of information to actual and potential learners.			
Staff Involved: Principals, Centre Directors, VTOS Coordinators, Youthreach Coordinator, ALOs, BTEI Coordinator, Programme Tutors, FETAC Coordinators, Resource Workers, LAEGIS and CEF.			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Publicity and advertising materials	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Resource Workers • LAEGIS • Programme Tutors • FETAC Coordinators • CEF 	<ul style="list-style-type: none"> • Brochures • Programmes • Leaflets • Newspaper • Radio • Website • Social media 	

Information Workshops, open days/ evenings	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Resource Workers • LAEGIS • Programme Tutors • FETAC Coordinators • CEF 	<ul style="list-style-type: none"> • Schedule of information workshops • Schedule of open days • Qualitative and quantitative data re these events • Events attended
Entrance requirements - FETAC	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Resource Workers • LAEGIS • Programme Tutors • FETAC Coordinators • CEF 	<ul style="list-style-type: none"> • Notice boards • Checklist of information provided to learners and record of same • Component specifications and programme descriptors • Client files / ILPs • FETAC website

Support services	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Resource Workers • LAEGIS • Programme Tutors • FETAC Coordinators • CEF • 	<ul style="list-style-type: none"> • Notice boards • Policy and procedures folders • Listing of supports offered and provided (client files / ILPs) • Website
Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
<ul style="list-style-type: none"> • AEO • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Resource Workers • LAEGIS • Programme Tutors 	Annually	<ul style="list-style-type: none"> • Review and evaluation of advertising / publicity materials • Review of schedule of open days / workshops / information events attended • Checking client files – supports offered /provided/accepted • Checking progression statistics

<ul style="list-style-type: none">• FETAC Coordinators• CEF		
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Adult and Continuing Education Department Co Louth VEC

Procedure Title: 4.2	Learner Entry Requirements	Version: 2	Date: December 2012
Purpose: To ensure ease of access, and fairness in application of entry requirements and support services provision for all learners.			
Staff Involved: Principals, Centre Directors, VTOS Coordinators, Youthreach Coordinator, ALOs, BTEI Coordinator, Programme Tutors, FETAC Coordinators, LAEGIS and CEF.			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Promotional materials / advertising materials	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • LAEGIS • Programme Tutors • FETAC Coordinators • CEF 	<ul style="list-style-type: none"> • Brochures • Programmes • Leaflets • Newspaper • Radio • Schedule of events attended • Displays • Website & social media 	

Meetings with learners	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Resource Workers • LAEGIS • Programme Tutors • FETAC Coordinators • CEF 	<ul style="list-style-type: none"> • Client files • Learner contracts • ILP • Learner Handbook • Application forms • Meeting log
Interview process with learners / learner groups	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Resource Workers • LAEGIS • Programme Tutors • FETAC Coordinators • CEF 	<ul style="list-style-type: none"> • Client files • ILPs • Programme and progression opportunities • Attendance registers • Correspondence • Meeting log

Entrance requirements - FETAC	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • LAEGIS • Resource workers • CEF 	<ul style="list-style-type: none"> • Notice boards • Checklist of information provided to learners and record of same • Programme descriptors and component specifications • FETAC Website
Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
<ul style="list-style-type: none"> • AEO • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Resource Workers • LAEGIS • Programme Tutors 	Annually	<ul style="list-style-type: none"> • Review and evaluation of advertising / publicity materials • Review of schedule of open days / workshops / information events attended • Analysis of feedback from learners / potential learners and action taken (where relevant)

<ul style="list-style-type: none">• FETAC Coordinators• CEF		
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Adult and Continuing Education Department Co Louth VEC

Procedure Title: 4.3	Recognition of Prior Learning	Version: 2	Date: December 2012
Purpose: To facilitate the recognition and acknowledgement of prior learning / training and life experience.			
Staff Involved: Principals, Centre Directors, VTOS Coordinator, Youthreach Coordinator, ALOs, BTEI Coordinators, Programme Tutors, FETAC Coordinators, Resource Workers, LAEGIS and CEF.			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Adherence to FETAC guidelines for Recognition of Prior Learning, when issued	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Resource Workers • LAEGIS • Programme Tutors • FETAC Coordinators • CEF 	<ul style="list-style-type: none"> • Client files • Certification verification • Component specifications • FETAC guidelines/ website • Notice boards 	

Learner verification	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Resource Workers • LAEGIS • Programme Tutors • FETAC Coordinators • CEF 	<ul style="list-style-type: none"> • Client files • Certification • Work history / skills • Interview data
Facilitation of personal development – identification of life and work experience	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Resource Workers • LAEGIS • Programme Tutors • FETAC Coordinators • CEF 	<ul style="list-style-type: none"> • Diverse range of courses / workshops offered and levels provided for • Questionnaires • Client files • Interviews with learners / learner groups • Documentation

Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
<ul style="list-style-type: none"> • AEO • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Resource Workers • LAEGIS • Programme Tutors • FETAC Coordinators • CEF 	Annually	<ul style="list-style-type: none"> • Consultation and review of FETAC guidelines • Analysis of client files – data collection and verification processes • Review of verification measures

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Procedure Title: 4.4	Facilitating Diversity	Version: 2	Date: December 2012
Purpose: To facilitate diversity by providing supports for learners to enable participation in and progression on programmes.			
Staff Involved: Principals, Centre Directors, VTOS Coordinators, Youthreach Coordinator, ALOs, BTEI Coordinator, Programme Tutors, FETAC Coordinators, LAEGIS, Resource Workers and CEF.			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Identification of learner supports required and provided	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Resource Workers • LAEGIS • Programme Tutors • FETAC Coordinators • CEF 	<ul style="list-style-type: none"> • Schedule of interviews • Client files • Supports identification • Support provision • ILP • Budgetary allocation • Ongoing communication between staff and learners 	

<p>Accessibility of information on programmes</p>	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Resource Workers • LAEGIS • Programme Tutors • FETAC Coordinators • CEF 	<ul style="list-style-type: none"> • Advertising • Leaflets • Brochures • Oral information • Literacy proofing • Translation of texts • Visual presentations • Website • Social media
<p>Timetabling – adoption of learner / family friendly policies</p>	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Resource Workers • LAEGIS • Programme Tutors • FETAC Coordinators • CEF 	<ul style="list-style-type: none"> • Learner networks (e.g. student council) • Schedule of meetings • Client files • Timetables • Flexible learning options • Wide range of delivery times and locations

Multi cultural celebrations	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Resource Workers • LAEGIS • Programme Tutors • FETAC Coordinators • CEF 	<ul style="list-style-type: none"> • Schedule of events • Attendance listings • Reports • Evaluation questionnaires • Publicity • Photos
Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Resource Workers • LAEGIS • Programme Tutors • FETAC Coordinators • CEF 	Annually	<ul style="list-style-type: none"> • Review of supports provided to learners • Review of information provided to learners • Review learner profiles

5. Policy on Programme Development, Delivery and Review.

The principles which underpin the policy on programme development, delivery and review emanate from Co. Louth VEC's Mission Statement. The Adult and Continuing Education Department aspires to offer a rich learning experience that is positive and affirming of all its learners. We offer a range of certified courses, based upon needs assessment and information available on best practice in the field of Adult and Continuing Education. Programmes are developed in accordance with the terms of the Louth & Monaghan VECs' Programme Approval Agreement (PAA). We are committed to structured review processes, which welcome and take due cognisance of the views of learners, tutors and stakeholders.

Adult and Continuing Education Department Co Louth VEC

Procedure Title: 5.1	Needs Identification	Version: 2	Date: December 2012
Purpose: To identify learners’ educational / skills requirements and provide mechanisms to meet the identified needs			
Staff Involved: Principals, Centre Directors, VTOS Coordinators, Youthreach Coordinator, ALOs, BTEI Coordinator, Programme Tutors, FETAC Coordinators, LAEGIS, Resource Workers and CEF.			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Identification of gaps in current provision	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Resource Workers • LAEGIS • Programme Tutors • FETAC Coordinators • CEF 	<ul style="list-style-type: none"> • Meeting schedules – stakeholders / interested parties • Government publications / guidelines • Questionnaires • Review of local and national issues / research • Learner requests • LAEGIS • Referrals • Evaluation reports (QFI, Self-evaluation) 	

<p>Liaison with local community groups / statutory bodies /employers</p>	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Resource Workers • LAEGIS • Programme Tutors • FETAC Coordinators • CEF 	<ul style="list-style-type: none"> • Meeting schedules • Agendas • Work experience reports • Attendance records • Correspondence • Notice boards • Questionnaires • Progression statistics • Referrals
<p>Learner networks / meetings</p>	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinator • Youthreach Coordinator • ALOs • BTEI Coordinators • Programme Tutors • FETAC Coordinators • CEF • Learners 	<ul style="list-style-type: none"> • Schedule of meetings / workshops • Interviews • Evaluation • Questionnaires • Correspondence • List of additional supports required and provided • Referral agencies

Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
<ul style="list-style-type: none"> • AEO • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Resource Workers • LAEGIS • Programme Tutors • FETAC Coordinators • CEF 	Annually	<ul style="list-style-type: none"> • Review of stakeholder / referral networks • Review of questionnaire and evaluation data • Review of progression statistics

Adult and Continuing Education Department Co Louth VEC

Procedure Title: 5.2	Programme Design	Version: 2	Date: December 2012
Purpose: To facilitate the development, design and delivery of programmes and materials which are appropriate to the learners.			
Staff Involved: Principals, Centre Directors, VTOS Coordinators, Youthreach Coordinator, ALOs, BTEI Coordinator, Programme Tutors, FETAC Coordinators, Resource Workers and CEF.			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Design programmes in accordance with the component award specification (as set down by FETAC), and the terms of the Louth & Monaghan VECs' Programme Approval Agreement (PAA)	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • Resource Workers 	<ul style="list-style-type: none"> • Business case presented to the Programme Approval Committee (PAC) • PAA • Record of PAC meeting • Record of programme design 	

<p>Course content / modules adapted to suit learner needs / skills</p>	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • Resource Workers 	<ul style="list-style-type: none"> • Portfolios • Schemes of work • Materials provision • Meetings schedule • In service training records • Evaluation Sheets
<p>Integration of modules</p>	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • Resource Workers 	<ul style="list-style-type: none"> • Team meetings • Schemes of work • Portfolios • FETAC documentation

Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
<ul style="list-style-type: none"> • AEO • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • Resource Workers • CEF 	Bi annually	<ul style="list-style-type: none"> • Review of programme design procedures • Review of module integration • Review gaps identified & adaptations made / supports provided

Adult and Continuing Education Department Co Louth VEC			
Procedure Title: 5.3	Programme Approval	Version: 2	Date: December 2012
Purpose: Detailing of mechanisms whereby programmes leading to FETAC certification are approved			
Staff Involved: AEO / PAA Process Co-ordinator, CEO, Principals, Centre Directors, VTOS Coordinators, Youthreach Coordinator, ALOs, BTEI Coordinator, Programme Tutors, FETAC Coordinators, Resource Workers and CEF.			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
<p>Programmes are approved as per the terms of the Monaghan & Louth VECs' PAA, i.e.</p> <p>Staff seeking to develop a component / programme present a Business Case for this to the PAC</p> <p>PAC reviews Business Case and agrees for programme / component development to proceed (or otherwise)</p>	<ul style="list-style-type: none"> • AEO / PAA Process Co-ordinator • Programme Approval Committee (PAC) • CEO • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • Resource Workers • CEF 	<ul style="list-style-type: none"> • Business cases presented to PAC • PAC meeting schedule & minutes • Programme development staff / team assigned • Draft components / programmes developed • Evaluator(s) appointed • Feedback from evaluators • Final versions of component specifications / programmes • FETAC validation record 	

<p>In service training for staff in programme development and evaluation</p>	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • Resource Workers • CEF 	<ul style="list-style-type: none"> • Schedule of training provided • Materials used • Attendance records • Evaluation of training
<p>Utilisation of FETAC & FESS support services</p>	<ul style="list-style-type: none"> • AEO / PAA Process Co-ordinator • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • Resource Workers • CEF 	<ul style="list-style-type: none"> • Attendance at FETAC / FESS–briefings / training • Correspondence with FETAC / FESS

Participation in shared programme development within the VEC sector	<ul style="list-style-type: none"> • CEO • AEO / PAA Process Co-ordinator • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • Resource Workers • CEF 	<ul style="list-style-type: none"> • Allocation of responsibility for programme / component development • Attendance at shared programme development meetings • Programme Portal on Louth & Monaghan VEC websites
Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
<ul style="list-style-type: none"> • AEO / PAA Process Co-ordinator • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALO • BTEI Coordinator • Programme 	As required	<ul style="list-style-type: none"> • Monitoring of programme deactivation dates and new programme release • Briefing and analysis of progress re programme / component development and approval • Checking FETAC guidelines / updates • Maintaining abreast of FESS actions regarding shared programme development

<p>Tutors</p> <ul style="list-style-type: none">• FETAC <p>Coordinators</p> <ul style="list-style-type: none">• CEF		
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Adult and Continuing Education Department Co Louth VEC

Procedure Title: 5.4	Programme Planning	Version: 2	Date: December 2012
Purpose: To ensure the effective planning of programmes with specific reference to client profile and resource availability			
Staff Involved: Principals, Centre Directors, VTOS Coordinators, Youthreach Coordinator, ALOs, BTEI Coordinator, Programme Tutors, FETAC Coordinators, Resource Workers and CEF.			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Management team meetings	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF 	<ul style="list-style-type: none"> • Client profile • Needs analysis • Meetings log / reports 	

Calendar / schedule - assessment	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF 	<ul style="list-style-type: none"> • Guidelines – FETAC • Assessment schedule • Entry dates • Centre calendar • Notice boards
Timetabling	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinator • Youthreach Coordinator • ALOs • BTEI Coordinators • Programme Tutors • FETAC Coordinators • CEF 	<ul style="list-style-type: none"> • Centre timetables • Learners’ timetables • Staff timetables • Assessment schedule • Programme descriptors / component specifications • Notice board
Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
<ul style="list-style-type: none"> • AEO • Principal • Centre Directors • VTOS Coordinators 	Bi annually	<ul style="list-style-type: none"> • Review of programme schedule • Review of learner needs analysis • Checking adherence to FETAC guidelines – timeframe for

<ul style="list-style-type: none">• Youthreach Coordinator• ALOs• BTEI Coordinator• Programme Tutors• FETAC Coordinators• CEF		assessment / entries
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Adult and Continuing Education Department Co Louth VEC

Procedure Title: 5.5	Programme Delivery	Version: 2	Date: December 2012
Purpose: To ensure appropriate delivery mechanisms are employed giving due cognisance to the needs of the learners.			
Staff Involved: Principals, Centre Directors, VTOS Coordinators, Youthreach Coordinator, ALOs, BTEI Coordinator, Programme Tutors, FETAC Coordinators, Resource Workers and CEF.			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Staff – in service training	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • Resource Workers • CEF 	<ul style="list-style-type: none"> • Schedule of training • Attendance lists • Programme outlines & methodologies 	

<p>Staff meeting – programme planning/ delivery methodologies</p>	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • Resource Workers • CEF 	<ul style="list-style-type: none"> • Schedule of meetings • Schemes of work • Staff verification
<p>Development of materials / teaching / delivery methodologies</p>	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • Resource Workers • CEF 	<ul style="list-style-type: none"> • Budgetary allocation • Schedules of team / subject meetings • Resource library • Ordering mechanisms • Stock taking reports • Equipment

Learner feedback – review of programme delivery	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • Resource Workers • CEF • Learners 	<ul style="list-style-type: none"> • Questionnaires • Reviews • Registers • Component specifications • Portfolios (where relevant) • Self Evaluation & Youthreach QFI reports
Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
<ul style="list-style-type: none"> • AEO • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF 	Annually	<ul style="list-style-type: none"> • Review of schemes of work • Review of retention, completion and certification rates • Review of delivery mechanisms • Review of resources in centres & sharing across centres

Adult and Continuing Education Department Co Louth VEC

Procedure Title: 5.6	Learner Records	Version: 1	Date: December 2012
Purpose: Maintenance of records in formats which facilitate analysis and evaluation of learner statistical data.			
Staff Involved: Principals, Centre Directors, VTOS Coordinator, Youthreach Coordinator, ALOs, BTEI Coordinators, Programme Tutors, FETAC Coordinators, Resource Workers, LAEGIS and CEF.			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Records – entry and attendance	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • Resource Workers • LAEGIS • CEF 	<ul style="list-style-type: none"> • Attendance Sheets • Registers • Absences records • Notice boards 	

Recording / documentation of learner progress	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • Resource Workers • LAEGIS • CEF 	<ul style="list-style-type: none"> • Client files • ILPs • Progression statistics • Certification • Attendance records • Supports available – offered & provided • Timetables • Staff / team meetings
Evaluation of Programmes	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • Resource Workers • CEF 	<ul style="list-style-type: none"> • Feedback – workshops • Questionnaires • Evaluation meetings • Self evaluation reports • External inspection / audit reports

Recording of certification & returns to FETAC	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • Resource Workers • CEF 	<ul style="list-style-type: none"> • Data records • Client files • FETAC registration / certification documentation • Internal Verifier & External Authenticator reports
Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
<ul style="list-style-type: none"> • AEO • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • Resource Workers • CEF 	Bi annually	<ul style="list-style-type: none"> • Review of attendance • Checking client files • Review and analysis of programme evaluation • Monitor certification records

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Procedure Title: 5.7	Learning Facilities / Resources	Version: 2	Date: December 2012
Purpose: To ensure appropriate resources and facilities are made available to learners, subject to resource availability.			
Staff Involved: AEO, Health & Safety Officer, Principals, Centre Directors, VTOS Coordinators, Youthreach Coordinator, ALOs, BTEI Coordinator, Programme Tutors, FETAC Coordinators and CEF.			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Review of existing: <ul style="list-style-type: none"> • Facilities • Resources • Premises 	<ul style="list-style-type: none"> • AEO • Health & Safety Officer • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF 	<ul style="list-style-type: none"> • Annual Service Plan • Education Plan • Stocktaking & review of resources • Ordering procedures 	

<p>Budgetary allocation</p>	<ul style="list-style-type: none"> • AEO • Health & Safety Officer • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF 	<ul style="list-style-type: none"> • Records of staff meetings / reviews • FETAC module requirements
<p>Staff meetings / Learner fora</p>	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • Resource Workers • CEF 	<ul style="list-style-type: none"> • Meetings schedule • Agenda • Questionnaires • Review of feedback • Learner verification • Learner profile – needs analysis

Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
<ul style="list-style-type: none"> • AEO • Health & Safety Officer • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF 	Annually	<ul style="list-style-type: none"> • Review of current provision – facilities and resources • Analysis of projected acquisitions – resources, maintenance of buildings, etc • Checking and review of learner attainments / portfolios • Internal Verifier’s Report • External Authenticator’s Report

Adult and Continuing Education Department Co Louth VEC

Procedure Title: 5.8	Health & Safety	Version: 2	Date: December 2012
Purpose: To provide for the general safety and wellbeing of staff, learners and the general public whilst participating in centre activities.			
Staff Involved: Health & Safety Officer, Principals, Centre Directors, VTOS Coordinators, Youthreach Coordinator, ALOs, BTEI Coordinator, Programme Tutors, FETAC Coordinators, Resource Workers and CEF.			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Health & Safety Statement	<ul style="list-style-type: none"> • Health & Safety Officer • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • Resource Workers • CEF 	<ul style="list-style-type: none"> • Policy Folder • Health & Safety Statement 	

Review of health and safety procedures – identification of relevant issues	<ul style="list-style-type: none"> • Health & Safety Officer • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • Resource Workers • CEF 	<ul style="list-style-type: none"> • Hazards checklist • Fire Drills • Incident Reports • Learner Handbook • Staff Handbook • Health & Safety Checklist
Budget Allocation	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF 	<ul style="list-style-type: none"> • Planned budgetary allocation • Expenditure records • Provision of ongoing Health & Safety training
Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
<ul style="list-style-type: none"> • AEO • Health & Safety Officer 	Annually	<ul style="list-style-type: none"> • Review Health & Safety Statements • Check hazard listings and take necessary action

<ul style="list-style-type: none">• Principal• Centre Directors• VTOS Coordinators• Youthreach Coordinator• ALOs• BTEI Coordinator• Programme Tutors• FETAC Coordinators• Resource Workers• CEF		<ul style="list-style-type: none">• Review expenditure records – planned budgetary spend
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Procedure Title: 5.9	Review of Programmes	Version: 2	Date: December 2012
Purpose: To review programmes on an ongoing basis to ensure they meet learners' and stakeholders' needs			
Staff Involved: Principals, Centre Directors, VTOS Coordinators, Youthreach Coordinator, ALOs, BTEI Coordinator, Programme Tutors, FETAC Coordinators, Resource Workers, LAEGIS and CEF.			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Staff meetings / review	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • Resource Workers • LAEGIS • CEF 	<ul style="list-style-type: none"> • Schedule of meetings • Agendas • Review process • Evaluation Questionnaires & feedback • Staff verification • Schemes of work • Component specifications 	

Learner review	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • Resource Workers • LAEGIS • CEF 	<ul style="list-style-type: none"> • Learner Survey • Questionnaires / meetings / workshops/ fora
Quantitative analysis of data	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • Resource Workers • LAEGIS • CEF 	<ul style="list-style-type: none"> • Statistical data – FETAC / DES • Client files • Progression reports • Internal Verifiers Report • External Authenticators’ Report • Retention & completion rates

Stakeholder review	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • Resource Workers • LAEGIS • CEF 	<ul style="list-style-type: none"> • Schedule of meetings • Attendance reports • Analysis and review process – entry and progression rates • Stakeholder survey • Work experience reports • LAEGIS network meeting feedback
Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
<ul style="list-style-type: none"> • AEO • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • Resource Workers 	Bi annually	<ul style="list-style-type: none"> • Review of existing programme descriptors & component specifications • Analysis of FETAC guidelines and External Authenticators' Reports • Checking and review of Internal Verifiers' Reports • Analysis and review of staff, learner and stakeholders surveys / reports / questionnaire data

<ul style="list-style-type: none">• LAEGIS• CEF		
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6 - Policy on Fair and Consistent Assessment of Learners

The Adult and Continuing Education Department of County Louth VEC is committed to the operation of fair and consistent assessment practices for all learners who enter and participate in educational courses under its auspices. The assessment process aims to be clearly understood by both staff and learners. All aspects of the process aim to be transparent, respectful of learners and reflective of best practice in the fields of Adult and Continuing Education.

Adult and Continuing Education Department Co Louth VEC

Procedure Title: 6.1	Coordinated Planning of Assessment	Version: 2	Date: December 2012
Purpose: This procedure details the mechanisms by which a coordinated and integrated approach to assessments will be undertaken to maximise the benefits to learners.			
Staff Involved: Principals, Centre Directors, VTOS Coordinators, Youthreach Coordinator, ALOs, BTEI Coordinator, Programme Tutors, FETAC Coordinators, Resource Workers and CEF.			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Staff / Programme / Team / Subject meetings to review assessment and integration procedures.	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • Resource Workers 	<ul style="list-style-type: none"> • Records of meetings • Integration mechanisms • Workshops – assessment methodologies • Learner portfolios 	

<p>Internal Assessment / Interview Procedures / mechanisms</p>	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • Resource Workers 	<ul style="list-style-type: none"> • Client files • Learner Contracts • Individual Learning Plans • Internal Verifier reports • Portfolios • Meetings
<p>External Assessment Process</p>	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • Resource Workers 	<ul style="list-style-type: none"> • Portfolios • External Authenticators' reports

Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
<ul style="list-style-type: none"> • AEO • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • Resource Workers 	Bi annually	<ul style="list-style-type: none"> • Review of Staff Reports • Assessment methodologies • Checking findings – Internal Verifier’s Report – External Authenticator’s report – feedback to staff • Portfolio reviews

The rows in this table will expand as necessary. Extra rows can be added if needed.

Adult and Continuing Education Department Co Louth VEC

Procedure Title: 6.2	Information to Learners	Version: 2	Date: December 2012
Purpose: This procedure ensures that learners have all the necessary information available, so as to successfully participate in FETAC Assessments			
Staff Involved: Principals, Centre Directors, VTOS Coordinators, Youthreach Coordinator, ALOs, BTEI Coordinator, Programme Tutors, FETAC Coordinators, Resource Workers and CEF.			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Information Provision re: programme content and assessment methodologies	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • Resource Workers 	<ul style="list-style-type: none"> • Notice Boards • Component Specifications • Course Outlines • Assignment Briefs • Learner Handbook • Publicity / promotional material 	

Meetings with learners (one to one and group)	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • Resource Workers 	<ul style="list-style-type: none"> • Client files • Individual Learning Plans • Schemes of Work • Learner review and feedback • Component Specification • Sales Pulse • Course outlines • Meetings log
Provision of additional supports	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • Resource Workers 	<ul style="list-style-type: none"> • Client files • Class group files – indicate needs • Assessment and results • Support Provision e.g. IT adaptations, literacy / numeracy, language • Course timetable • Scheme of work • Statistical returns / data

Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
<ul style="list-style-type: none"> • AEO • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • Resource Workers 	Annually	<ul style="list-style-type: none"> • Review of Information mechanisms • Checking client files and statistical returns / data • Checking External Authenticator's report – adoption and transfer of information

The rows in this table will expand as necessary. Extra rows can be added if needed.

Adult and Continuing Education Department Co Louth VEC

Procedure Title: 6.3	Security of Assessment related Processes and materials	Version: 2	Date: December 2012
Purpose: To ensure the security of the assessment materials and overall integrity of the assessment process.			
Staff Involved: Principals, Centre Directors, VTOS Coordinators, Youthreach Coordinator, ALOs, BTEI Coordinator, Programme Tutors, FETAC Coordinators, Resource Workers and CEF.			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Staff Programme Team meetings	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • Resource Workers 	<ul style="list-style-type: none"> • Records of meetings • Staff Attendance records 	

Staff Guidelines – In service training	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • Resource Workers 	<ul style="list-style-type: none"> • Internal verification systems • Assignment Receipt System • Record of Stored Materials
Provision of safe / secure storage	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • Resource Workers • Internal Verifier 	<ul style="list-style-type: none"> • Designated areas • Security measures
Internal Verification System	<ul style="list-style-type: none"> • Internal Verifier 	<ul style="list-style-type: none"> • Internal Verifier’s Report

External Moderator Report	<ul style="list-style-type: none"> • External Authenticator 	<ul style="list-style-type: none"> • External Authenticator’s Report
Communication with learners	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • Resource Workers 	<ul style="list-style-type: none"> • Learner Information re assessment storage • Receipt system – learner portfolios
Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
<ul style="list-style-type: none"> • AEO • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators 	Annually	<ul style="list-style-type: none"> • Checking Internal Verifier and External Authenticator Reports • Review of Storage Space • Evaluation of receipting systems – staff and learners

<ul style="list-style-type: none">• CEF• Resource Workers• Internal Verifier		
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The rows in this table will expand as necessary. Extra rows can be added if needed.

Adult and Continuing Education Department Co Louth VEC

Procedure Title: 6.4	Reasonable Accommodation	Version: 2	Date: December 2012
Purpose: To ensure appropriate and reasonable accommodation is afforded to all learners, to enable them attain the required FETAC programme assessment standard. Due regard should be given to relevant equality legislation.			
Staff Involved: Principals, Centre Directors, VTOS Coordinators, Youthreach Coordinator, ALOs, BTEI Coordinator, Programme Tutors, FETAC Coordinators, Resource Workers and CEF.			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Staff meetings – information provision	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • Resource Workers 	<ul style="list-style-type: none"> • Staff issued guidelines for assessors • Adapted descriptors / assessments 	

<p>Assessment of learners' needs</p>	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • Resource Workers • Learners 	<ul style="list-style-type: none"> • Needs Analysis • Client files • Support requirements data
<p>In service training – disability awareness, literacy awareness, cultural awareness etc</p>	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • Resource Workers 	<ul style="list-style-type: none"> • Agenda and Attendance Records

Budgetary Allocations	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • Resource Workers 	<ul style="list-style-type: none"> • Financial Planning materials • Equipment supports • Materials provision form
Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
<ul style="list-style-type: none"> • AEO • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • Resource Workers 	Bi annually	<ul style="list-style-type: none"> • Monitoring financial spending • Checking In service training schedules • Checking to ensure that all staff are familiar with assessment methodologies and reasonable accommodation guidelines • Review of course delivery documentation

Adult and Continuing Education Department Co Louth VEC

Procedure Title: 6.5	Consistency of Marking between Assessors	Version: 2	Date: December 2012
Purpose: To ensure there is a consistent and fair approach to marking learner assessments by all personnel involved, having due regard to the requirements of FETAC and the learner profile.			
Staff Involved: Principals, Centre Directors, VTOS Coordinators, Youthreach Coordinator, ALOs, BTEI Coordinator, Programme Tutors, FETAC Coordinators, Resource Workers and CEF.			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Staff meetings – peer / team and subject based	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • Resource Workers 	<ul style="list-style-type: none"> • Agenda, attendance records • Review of course and assessment methodology • Review of marking systems • Level 5 cross moderation process and documentation 	
Internal Verification	<ul style="list-style-type: none"> • Internal verifier 	<ul style="list-style-type: none"> • Internal Verifier Report 	

<p>In service training – courses / schemes of work / evaluation / assessment methodologies</p>	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • Resource Workers 	<ul style="list-style-type: none"> • Schedule of training • Component Specifications • Attendance Records • Tutor Handbook
<p>Appeals mechanisms</p>	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • Resource Workers • External agencies (e.g. CDVEC) 	<ul style="list-style-type: none"> • Provision of Appeals Procedure Details • Results Approval Panel

Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
<ul style="list-style-type: none"> • AEO • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • Resource Workers • Internal Verifier 	Bi annually	<ul style="list-style-type: none"> • Checking of marking schemes, review of assessment methodologies • Analysis of Internal Verifiers Report • Analysis of External Authenticator's Report, of review and feedback mechanisms • Review of peer and team meeting feedback

The rows in this table will expand as necessary. Extra rows can be added if needed.

Adult and Continuing Education Department Co Louth VEC

Procedure Title: 6.6	Assessment performed by Third Parties	Version: 2	Date: December 2012
Purpose: To ensure that where assessment is performed by third parties, it is fair and consistent, reflective of learner profiles and takes due cognisance of FETAC Assessment / Marking Guidelines.			
Staff Involved: Programme Coordinator			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Meetings with third party groupings	<ul style="list-style-type: none"> • Programme Coordinator 	<ul style="list-style-type: none"> • Records of meetings and attendance records 	
Provision of clear unambiguous guidelines	<ul style="list-style-type: none"> • Programme Coordinator 	<ul style="list-style-type: none"> • FETAC Guidelines on Assessment and Marking, correspondence, meetings • QA Document – relevant policies and procedures 	
Training for third parties – evaluation and assessment	<ul style="list-style-type: none"> • Programme Coordinator 	<ul style="list-style-type: none"> • Records of training 	

<p>Cross moderation of assessment – peer meetings, learner evidence</p>	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • Resource Workers 	<ul style="list-style-type: none"> • Records of meetings • Learner Portfolios
Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
<ul style="list-style-type: none"> • AEO • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator 	<p>Annually</p>	<ul style="list-style-type: none"> • Review of reports • Checking of adherence to marking schemes and reporting criteria • Review of guidelines issued to third parties

<ul style="list-style-type: none">• Programme Tutors• FETAC Coordinators• CEF• Resource Workers		
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Adult and Continuing Education Department Co Louth VEC

Procedure Title: 6.7	Consistency of Marking with National Standards	Version: 2	Date: December 2012
Purpose: To ensure assessors adhere to National Standards of marking and are consistent and fair in the application of FETAC guidelines			
Staff Involved: Principals, Centre Directors, VTOS Coordinators, Youthreach Coordinator, ALOs, BTEI Coordinator, Programme Tutors, FETAC Coordinators and CEF.			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Guidelines for Assessment	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF 	<ul style="list-style-type: none"> • FETAC Guidelines – Assessment, Component Specifications • Record of staff meetings • Internal Verifier’s Report 	

In service training – FETAC	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF 	<ul style="list-style-type: none"> • Attendance records • Outlines of training courses
Reports from Internal Verifier and External Authenticator	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • Internal Verifier • External Authenticator 	<ul style="list-style-type: none"> • Internal Verifier’s Report and feedback • External Authenticator’s Report and feedback
Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
<ul style="list-style-type: none"> • AEO • Principal • Centre Directors 	Annually	<ul style="list-style-type: none"> • Checking application and adherence to assessment methodologies • Checking adherence to marking schemes and reporting criteria

<ul style="list-style-type: none"> • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF 		<ul style="list-style-type: none"> • Review and discussion of Internal Verifier's Report • Review and discussion of External Authenticator's Report
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The rows in this table will expand as necessary. Extra rows can be added if needed.

Adult and Continuing Education Department Co Louth VEC

Procedure Title: 6.8	Feedback to Learners	Version: 2	Date: December 2012
Purpose: To facilitate the timely and accurate transfer of information with respect to learners' assessment and progress.			
Staff Involved: Principals, Centre Directors, VTOS Coordinators, Youthreach Coordinator, ALOs, BTEI Coordinator, Programme Tutors, FETAC Coordinators, Resource Workers and CEF.			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Communication of Information	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • Resource Workers 	<ul style="list-style-type: none"> • Correspondence • Schedule of meetings • Receipt system - results 	

<p>Tutor & learner meetings to discuss progress.</p>	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • Resource Workers 	<ul style="list-style-type: none"> • Client files • Individual Learning Plans • Group Progression Reports • Learner Contracts • Marking sheets • Schemes of work
<p>Reports from Internal Verifier and External Authenticator</p>	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • Internal Verifier • External Moderator 	<ul style="list-style-type: none"> • Internal Verifier's Report and feedback • External Authenticator's Report and feedback

Staff & learner review	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • Resource Workers 	<ul style="list-style-type: none"> • Schedule of meetings • Review of course aims • Timeframe for course delivery and completion • Supports required • Evaluation
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Monitoring

Monitor (Job Title)	Frequency	Monitoring Method(s)
<ul style="list-style-type: none"> • AEO • Principal • Centre Directors • VTOS Coordinator • Youthreach Coordinator • ALOs • BTEI Coordinators • Programme Tutors • FETAC Coordinators 	Bi annually	<ul style="list-style-type: none"> • Review of communications mechanisms and timeframes / schedules • Analysis of Internal Verifier's report • Analysis of External Authenticator's Report and review of findings

• CEF		
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The rows in this table will expand as necessary. Extra rows can be added if needed.

Adult and Continuing Education Department Co Louth VEC

Procedure Title: 6.9	Learner Appeals	Version: 2	Date: December 2012
Purpose: To ensure the transparency of the appeals process is communicated and understood by all learners. To ensure that appeals mechanisms are consistent with FETAC requirements.			
Staff Involved: Principals, Centre Directors, VTOS Coordinators, Youthreach Coordinator, ALOs, BTEI Coordinator, Programme Tutors, FETAC Coordinators and CEF.			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Appeals Procedure	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • External agencies (e.g. CDVEC) 	<ul style="list-style-type: none"> • Appeals procedure document • Correspondence • Records of appeals • Provisional Results Statement 	

Feedback to learners re results appeals process	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF 	<ul style="list-style-type: none"> • Feedback mechanisms appropriate to learner needs
Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
<ul style="list-style-type: none"> • AEO • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF 	Bi annually	<ul style="list-style-type: none"> • Appeals procedure documentation reviewed • Review of feedback mechanism with learners • Review of appeal process • Review of results arising from appeals

Adult and Continuing Education Department Co Louth VEC			
Procedure Title: 6.10	Return of Certification Data	Version: 2	Date: December 2012
Purpose: To ensure transparent and fair processes are in place to collate, monitor and review certification data, with due regard to FETAC Schedule of Submission Dates			
Staff Involved: Principals, Centre Directors, VTOS Coordinators, Youthreach Coordinator, ALOs, BTEI Coordinator, Programme Tutors, FETAC Coordinators and CEF.			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Learner information maintained and reviewed	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • Resource Workers 	<ul style="list-style-type: none"> • Learner files • Records / statistical data • Entry data sheets 	

Learner modules entry and results	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • Internal Verifier • Admin staff 	<ul style="list-style-type: none"> • Administration files • Checking data • Tutor verification
Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
<ul style="list-style-type: none"> • AEO • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF 	Bi annually	<ul style="list-style-type: none"> • Review of assessment processes / communication / transfer of data • Analysis of in service training – assessment methodologies • Checking of appropriateness of corrective action plan, with regard to learner profile • Schedule for submission of portfolios to Internal Verifier

• Resource Workers		
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The rows in this table will expand as necessary. Extra rows can be added if needed.

Adult and Continuing Education Department Co Louth VEC

Procedure Title: 6.11	Corrective Action	Version: 2	Date: December 2012
Purpose: To ensure an action plan exists to deal with errors / omissions by learners and staff which may negate the validity of the assessment process.			
Staff Involved: Principals, Centre Directors, VTOS Coordinators, Youthreach Coordinator, ALOs, BTEI Coordinator, Programme Tutors, FETAC Coordinators and CEF.			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Programme / staff meetings	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • Resource Workers 	<ul style="list-style-type: none"> • Records of meetings • Communication of FETAC assessment guidelines • Assessment submission schedules • Corrective action plan • Written reports 	

Internal Verification	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • Resource Workers • Internal Verifier 	<ul style="list-style-type: none"> • Internal Verifier’s Report • Assessment event Log
Communications systems – FETAC and learners	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • Resource Workers • Learners 	<ul style="list-style-type: none"> • Log of correspondence • Meeting records - learners • Communication of feedback

Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
<ul style="list-style-type: none"> • AEO • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • Resource Workers 	Bi annually	<ul style="list-style-type: none"> • Review of assessment processes / communication / transfer of data • Analysis of in-service training – assessment methodologies • Checking of appropriateness of corrective action plan, with regard to learner profile • Schedule for submission of portfolios to Internal Verifier

The rows in this table will expand as necessary. Extra rows can be added if needed.

7 - Policy on Protection of Learners

The Adult and Continuing Education Department of County Louth VEC gives due regard to Section 43 of the Qualifications Act and is committed to providing clear and concise information regarding the criteria and conditions under which a course may form/commence. In the event of cessation of a programme, arrangements will be made to accommodate learners in appropriate venues, in comparable courses.

Where fees have been paid, a clearly advertised refunds policy/procedure is accessible.

Adult and Continuing Education Department Co Louth VEC			
Procedure Title: 7.1	Cessation of Programme (s)	Version: 2	Date: December 2012
Purpose: Where possible, to facilitate learners to complete their course of study should programme(s) at Louth VEC cease unexpectedly			
Staff Involved: Principals, Centre Directors, VTOS Coordinators, Youthreach Coordinator, ALOs, BTEI Coordinator, Programme Tutors, FETAC Coordinators and CEF.			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Policy Statement – communicates measures	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF 	<ul style="list-style-type: none"> • Course Advertisements (include line re minimum numbers required for course to commence) • Learner Contracts • Correspondence 	

<p>Identification of alternative venues / providers</p>	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • LAEGIS 	<ul style="list-style-type: none"> • Stakeholder networks • Correspondence • Records of Transfer • Records of support / assistance given
<p>FETAC Guidelines</p>	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF 	<ul style="list-style-type: none"> • Review of FETAC Guidelines • Correspondence

Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
<ul style="list-style-type: none"> • AEO • Principal 	Annually	<ul style="list-style-type: none"> • Review of policy • Analysis of providers – ensure accuracy of referral procedure • Review of correspondence

The rows in this table will expand as necessary. Extra rows can be added if needed.

9 - Policy on Self Evaluation of Programmes and Services

The Adult and Continuing Education Department of County Louth VEC is committed to the inclusion of Self Evaluation and Review mechanisms in each aspect of its programmes/service provision. The process of Self Evaluation is viewed as a positive measure, which encourages inclusion and facilitates the participation of all interested parties in each level of the service.

Adult and Continuing Education Department Co Louth VEC

Procedure Title: 9.1	Assignment of Responsibility	Version: 2	Date: December 2012
Purpose: To encourage and facilitate the process of reflection and self evaluation of programmes and services			
Staff Involved: AEO, Principals, Centre Directors, VTOS Coordinators, Youthreach Coordinator, ALOs, BTEI Coordinator, Programme Tutors, FETAC Coordinators, Resource Workers and CEF.			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Coordination of self evaluation assigned by AEO	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • Tutors / Resource Workers 	<ul style="list-style-type: none"> • Documentary evidence • Self evaluation policy 	

Review process	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • Tutors / Resource Workers • Learners 	<ul style="list-style-type: none"> • Learner review • Staff review • Schedule of review • Staff meetings
Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
<ul style="list-style-type: none"> • AEO • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF 	Every two years	<ul style="list-style-type: none"> • Review of planned self evaluation procedures • Checking review documentation – collation, analysis • Review of policy statements

<ul style="list-style-type: none">• Tutors / Resource Workers		
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The rows in this table will expand as necessary. Extra rows can be added if needed.

Adult and Continuing Education Department Co Louth VEC

Procedure Title: 9.2	Frequency	Version: 2	Date: December 2012
Purpose: To outline how often self evaluation will take place			
Staff Involved: Principals, Centre Directors, VTOS Coordinators, Youthreach Coordinator, ALOs, BTEI Coordinator, Programme Tutors, FETAC Coordinators and CEF.			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Staff / team meetings	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • Resource Workers 	<ul style="list-style-type: none"> • Schedule of meetings • Budgetary allocation • Supports • Reports considered at meetings, e.g. External Authenticator report 	

FETAC Guidelines – best practice	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • Resource Workers 	<ul style="list-style-type: none"> • FETAC Guidelines – centre application
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Monitoring

Monitor (Job Title)	Frequency	Monitoring Method(s)
<ul style="list-style-type: none"> • AEO • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • Resource Workers 	Every two years	<ul style="list-style-type: none"> • Record of self evaluations undertaken • Identification of priority areas for self evaluation

Adult and Continuing Education Department Co Louth VEC

Procedure Title: 9.3	Range	Version: 2	Date: December 2012
Purpose: To identify the scope of the self evaluation process with due regard to centre size, staff complement and learner profile.			
Staff Involved: Principals, Centre Directors, VTOS Coordinators, Youthreach Coordinator, ALOs, BTEI Coordinator, Programme Tutors, FETAC Coordinators and CEF.			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Meetings with staff Co-ordinators meeting Consultation with stakeholders	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • Resource Workers 	<ul style="list-style-type: none"> • Record of meeting – areas identified for self evaluation 	

<p>Selection of self evaluation methods (as per the self evaluation options set out in FETAC QA Handbook)</p>	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • Resource Workers 	<ul style="list-style-type: none"> • Evaluation method agreed
Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
<ul style="list-style-type: none"> • AEO • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • Resource Workers 	<p>Every two years</p>	<ul style="list-style-type: none"> • Review range of self evaluations undertaken to ensure balance across programmes, services and centres • Record of self evaluations undertaken and key findings of these

Adult and Continuing Education Department Co Louth VEC

Procedure Title: 9.4	Learner Involvement	Version: 2	Date: December 2012
Purpose: Detailing the mechanisms by which learners may become involved and engage with the self evaluation process.			
Staff Involved: Principals, Centre Directors, VTOS Coordinators, Youthreach Coordinator, ALO, BTEI Coordinator, Programme Tutors, FETAC Coordinators, Resource Workers and CEF.			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Learner consultation – focus groups / forum	<ul style="list-style-type: none"> • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • Resource Workers • Learners 	<ul style="list-style-type: none"> • Workshop notes • Evaluation sheets • Questionnaires 	

Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
<ul style="list-style-type: none"> • AEO • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • Resource Workers 	Every two years	<ul style="list-style-type: none"> • Checking and collation of questionnaires / review data • Facilitating the incorporation of feedback / results of review

The rows in this table will expand as necessary. Extra rows can be added if needed.

Adult and Continuing Education Department Co Louth VEC

Procedure Title: 9.5	External Evaluator	Version: 2	Date: December 2012
Purpose: Outline the mechanisms and criteria for selection of external evaluator.			
Staff Involved: AEO, Principals, Centre Directors, VTOS Coordinators, Youthreach Coordinator, ALOs, BTEI Coordinator, Programme Tutors, FETAC Coordinators and CEF.			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
<p>Identification of a panel of external evaluators using the following criteria:</p> <ul style="list-style-type: none"> • Experience and knowledge of FETAC processes and procedures • Experience of teaching FETAC programmes in similar / relevant subject areas and at a corresponding Level • Experience of programme design, programme delivery and programme evaluation. • Education training expertise • Knowledge of learner profiles 	<ul style="list-style-type: none"> • AEO • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF 	<ul style="list-style-type: none"> • Identification of external evaluators 	

Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
<ul style="list-style-type: none"> • AEO • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF 	Every two years	<ul style="list-style-type: none"> • Review External Evaluator selection criteria • Review of self evaluations undertaken

The rows in this table will expand as necessary. Extra rows can be added if needed.

Adult and Continuing Education Department Co Louth VEC

Procedure Title: 9.5	Self Evaluation Process	Version: 2	Date: December 2012
Purpose: Outline the mechanisms for undertaking self evaluation			
Staff Involved: AEO, Principals, Centre Directors, VTOS Coordinators, Youthreach Coordinator, ALOs, BTEI Coordinator, Programme Tutors, FETAC Coordinators and CEF.			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	

<ul style="list-style-type: none"> • Each centre / service to conduct self evaluation by use of agreed mechanisms • Programme team to devise a report based on qualitative and quantitative data • External Evaluator becomes involved in the process and reviews the documentation prepared. He/ she contributes to the process through suggesting areas for improvement and affirming good practice • The Programme Improvement Plan is drawn up based on programme team evaluation and review by External Evaluator • The final Evaluation report is forwarded to FETAC • The centres adopt the findings and recommendations and incorporate these into the planning processes 	<ul style="list-style-type: none"> • AEO • Principal • Centre Directors • VTOS Coordinators • Youthreach Coordinator • ALOs • BTEI Coordinator • Programme Tutors • FETAC Coordinators • CEF • Resource Workers • External Evaluator 	<ul style="list-style-type: none"> • Evaluation documentation • Meetings log
Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
<ul style="list-style-type: none"> • AEO • Principal • Centre Directors • VTOS 	Every two years	<ul style="list-style-type: none"> • Review of Self Evaluation report findings • Review implementation of Programme Improvement Plan

<p>Coordinators</p> <ul style="list-style-type: none">• Youthreach Coordinator• ALOs• BTEI Coordinator• Programme Tutors• FETAC Coordinators• CEF		
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